



New Jersey Department of Children and Families Policy Manual

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Chapter:	C	Training	3-26-2012
Subchapter:	2	Annual Requirements	
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Introduction 3-26-2012

Case-carrying staff are required to complete 40 hours of in-service training annually. The Office of Training and Professional Development provides on-going in-service training to staff who have been in service for at least one year. New courses are developed and delivered every year by the Office of Training and Professional Development and/or in cooperation with the DCF's University Partners.

All support staff or Supervisors who also work SPRU (i.e., SPRU Workers and SPRU Supervisors) are required to meet the Annual 40-hour training mandate (see [CP&P-II-D-1-100](#)).

Responsibilities of the Supervisor 3-26-2012

During the Performance Assessment Review (PAR) process, Supervisors assist Workers in formulating an education plan to ensure Worker compliance with the annual 40-hour training requirement. Supervisors assist Workers in identifying their strengths and needs in order to develop an individualized training plan. After courses have been selected, see the Assistant Area Director(AAD) or designee to register.

Continuing Education Units (CEUs) 3-26-2012

The New Jersey Office of Training and Professional Development is authorized by the State Board of Social Work Examiners to issue Continuing Education Units (CEUs) to State employees attending in-service and Case Practice Model training programs.

Employees earn one CEU for each hour of training attended. As the sponsoring agency, the Department of Children and Families the Office of Training and Professional Development furnishes each participant with verification of attendance, and the number of credits awarded.

A record of an employee's CEUs is available through the Office of Training and Professional Development's Website. In order to view your profile, log into the NJ Office of Training and Professional Development's website.